



PERSONNEL MANAGEMENT SYSTEM

SECTION: New

POLICY NUMBER: 706

SUBJECT: **Alternative Work Schedule**

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EFFECTIVE DATE:

REVISION DATE

Alternative Work Schedule Policy

Purpose

The purpose of this policy is to support the creation of alternative non-traditional work schedules for Shelby County Government operations that will support opportunities for efficiency and expanded hours of customer service.

Policy

Shelby County Government agencies and departments may, upon approval of the appointing authority or his/her designee, or agency/department head provide for alternative work schedules. All work schedules within Shelby County Government will be established on the basis of operational needs, staffing requirements, service delivery requirements, and back-up coverage needs of the Shelby County Government agency/department.

In addition, regardless of the number of staff affected, prior to implementation all work schedules must be reviewed by the Shelby County Human Resources Department to assure compliance with applicable federal, state and local laws, rules and regulations.

Individual employees may be permitted, with the written consent of their supervisor, appropriate agency/department manager and the Administrator of Human Resources to work alternative schedules. Schedules must comply with all applicable government regulatory guidelines and Shelby County Government payroll standards.